

READ THESE INSTRUCTIONS THOROUGHLY

STATE OF MINNESOTA

Board of Architecture, Engineering, Land Surveying Landscape Architecture, Geoscience, and Interior Design
85 E 7th Place, Suite 160, St. Paul, MN 55101

PROCEDURES FOR APPLYING FOR ADMISSION TO THE FUNDAMENTALS OF ENGINEERING (FE) EXAMINATION

The October 2013 examination was the last paper-and-pencil administration of the Fundamentals of Engineering examination. The examination is now a computer-based exam given during four two-month long testing windows. The first computer-based examinations will be administered in January 2014. The examinations are administered by NCEES Examination Services at Prometric test sites throughout the United States. You must apply and obtain approval from the Minnesota Board to sit for the examination BEFORE registering with NCEES for the examination.

1. Read the qualifications for admission to the Fundamentals of Engineering Examination (MN Rule 1800.2500, Subp. 2) on the Board's website, www.aelslagid.state.mn.us.
2. Complete the Application for Admission to the FE Examination in this application packet. Read the instructions carefully and submit the application with the required application fee of \$25.00 (made payable to the MN Board of AELSLAGID). **DO NOT SEND CASH.**

Include the required transcript(s) with your application:

- **If you are currently enrolled in an EAC-ABET accredited engineering degree program,** submit an unofficial transcript with your application. Your unofficial transcript MUST show your name, the name of the college/university and total credits. NOTE: Student audit reports, student progress reports, grade sheets and student course listings are NOT accepted as "unofficial transcripts." You must have a minimum of 90 semester credits or 135 quarter credits (senior status) at the time of application. If you have attended more than one institution, you must send transcripts from ALL institutions so that all credits may be verified, even if the transfer credits are shown on the transcript for your current school.
 - **If you have graduated from an EAC-ABET accredited engineering degree program,** submit a final, official transcript in a sealed envelope from your graduating college/university. Send BOTH undergraduate and graduate transcripts, if applicable. The transcript(s) may be mailed directly to the Board office by your college/university or you may send it along with your application IN A SEALED ENVELOPE. Do not open the transcript or it is not considered "official."
 - **Applicants without an EAC-ABET accredited degree:** You are required to obtain an education evaluation of your undergraduate degree transcript to determine if your education is equivalent to an EAC-ABET accredited degree. Note: If you obtained an EAC-ABET accredited graduate engineering degree, you must include a copy of your transcript for your undergraduate degree *in English* with your application. Please refer to the Memorandum in this application packet for more information regarding transcript evaluation requirements and evaluation services.
3. If you were previously approved to take the FE exam, but did not pass or did not take the exam, you must submit a new application to the Minnesota Board with a new application fee. An

updated transcript is required if you have not graduated since your previous application. A final, official transcript is required if you have graduated since your previous application.

4. Once your application, fee, required transcript(s), and transcript evaluation (if applicable) have been received and reviewed by the Board, a letter will be sent informing you of approval or denial for admission to the exam.
5. If your application is approved, you will be instructed to register online with the exam administrator, NCEES Exam Administration Services. It is your responsibility to register with NCEES Exam Administration Services after obtaining Board approval. **DO NOT REGISTER WITH NCEES BEFORE RECEIVING BOARD APPROVAL OR YOU WILL NOT BE ADMITTED TO THE EXAM AND MAY FORFEIT YOUR EXAM REGISTRATION FEE.**
 - Examination windows are determined by NCEES. Currently, examinations will be administered in January/February, April/May, July/August, and October/November.
 - After obtaining approval from the Minnesota Board to take the examination, you may sit for the exam during any of the next four examination windows. (For example, if you apply and obtain approval from the Board in February, you can wait to take the exam until October). If you do not sit for the examination within one year of obtaining approval, your application expires and you must submit a new application to the Board.
 - Your application is good for one examination attempt. If you fail the examination, you must submit a new application to the Board and obtain approval to sit for the exam before registering with NCEES to retake the examination.
 - Applicants may not retake a failed examination within the same examination window (e.g. if you fail the exam in April, you cannot retake it in May) and may not take the examination more than three times in a rolling 12-month period.

CONTACTS

Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design (Board of AELSLAGID) - 651-296-2388
85 E. 7th Place, Suite 160, St. Paul, MN 55101, www.aelslagid.state.mn.us

NCEES Examination Services: www.NCEES.org; 1-877-536-7729

EXAMINATION MATERIALS

The National Council of Examiners for Engineering and Surveying (NCEES) has examination study material to assist in preparation for the exam. Applicants may download subject content, calculator policy, and study guide material directly from the NCEES website: <http://ncees.org/exams/study-materials>.

SPECIAL ACCOMMODATIONS

Information regarding accommodation requests based on religious beliefs and practices and requests under the Americans with Disabilities Act (ADA) is posted on the NCEES website, www.ncees.org, under Special Testing Accommodations. Check the website for request deadlines.

STATE OF MINNESOTA
BOARD OF ARCHITECTURE, ENGINEERING, LAND SURVEYING,
LANDSCAPE ARCHITECTURE, GEOSCIENCE AND INTERIOR DESIGN
85 EAST 7TH PLACE, SUITE 160, ST. PAUL, MINNESOTA 55101-2113
Phone: (651) 296-2388 HEARING IMPAIRED • 1-800-627-3529

FOR BOARD'S USE ONLY
Application Number
Date Application Received

Application for Admission to the
Fundamentals of Engineering Examination

FOR BOARD'S USE ONLY
Application Fee \$
Date In-Training Status Recorded

DATA PRACTICES ACT WARNING

The data which you furnish on this form will be used by the Minnesota State Board of AELSLAGID to assess your qualifications for examination. You are not legally required to provide this data; however, if you fail to do so, the Board of AELSLAGID may be unable to process this application. After issuance of an In-Training Certificate, the information contained in this application will be public information, pursuant to Minnesota Statutes, Chapter 13. Under Minnesota Statutes, Chapter 13, Social Security Numbers are not public information.

A \$25 application fee must accompany your application.
Make checks payable to: MN Board of AELSLAGID. Do NOT send cash.

1. Personal Information:

Are you or your spouse an active member of the U.S. military? ☐ No ☐ Yes (priority processing)

Last Name	First Name	Middle Name	Social Security Number (Required)	
Former Name		Gender Male Female	Date of Birth (month, day, year)	
Mailing Street Address		City	State	Zip Code
Is Mailing Address Home or Business?	Business Name (if applicable)	Contact Phone Number		

2. Education

Name and Location of Institution:	Month and Year		Date of Grad.	Degree Received
	From	To		
For those who have not yet graduated:		What is your expected date of graduation?	What is the degree to be obtained?	

3. Additional Information:

Are you currently licensed with the Minnesota Board in another profession? _____ Yes _____ No	License Number (if applicable)	Profession (if applicable)	
Have you previously applied to the Minnesota Board for examination or licensure? _____ Yes _____ No	Date of most recent application	For which profession or examination?	Under what name?

4. Choose a discipline for the PM Examination:

_____ CIVIL _____ CHEMICAL _____ MECHANICAL _____ ELECTRICAL
_____ INDUSTRIAL _____ ENVIRONMENTAL _____ OTHER DISCIPLINES

5. Applicant's Signature: _____ **Date:** _____

A BRIEF SUMMARY OF YOUR RIGHTS UNDER THE AMERICANS WITH DISABILITIES ACT

INTRODUCTION

The Americans with Disabilities Act ("ADA") covers "public entities." The Board is a "public entity" covered by the ADA. The Board may not refuse to allow a person with a disability to take the examination simply because the person has a disability. It must permit persons with disabilities to take the examination in an integrated setting unless separate or different measures are necessary to ensure equal opportunity. It must eliminate unnecessary eligibility standards or rules that deny individuals with disabilities an equal opportunity to take the examination.

WHO IS COVERED?

The ADA provides comprehensive civil rights protection for "qualified individuals with disabilities." An "individual with a disability" is a person who: 1) has a physical or mental impairment that substantially limits a "major life activity," 2) has a record of such an impairment, or 3) is regarded as having such an impairment. "Major life activities" include functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. Individuals who currently engage in the illegal use of drugs are not protected by the ADA when an action is taken on the basis of their current illegal use of drugs.

A "qualified" individual with a disability is one who meets the essential eligibility requirements for the examination. The Board is not required to take any action that would result in a fundamental alteration in the nature of the examination or an undue financial and administrative burden. However, the Board must take any other action, if available, that would not result in a fundamentals alteration or undue burdens but would ensure that individuals with disabilities receive the benefits or services.

WHAT IS REQUIRED?

The Board is required to make reasonable modifications in any policies, practices, and procedures that deny equal access to individuals with disabilities, unless a fundamental alteration in the examination would result. To do so, it must furnish auxiliary aids and services when necessary to ensure effective communication, unless an undue burden or fundamental alteration would result. The Board may not place special charges on individuals with disabilities to cover the costs of measures necessary to ensure nondiscriminatory treatment, such as making modifications required to provide program accessibility or providing qualified interpreters. Finally, it must operate the examination so that, when viewed in its entirety, it is readily accessible to and usable by individuals with disabilities.

Integration of individuals with disabilities into the mainstream of society is fundamental to the purposes of the ADA. The Board may not provide the examination to individuals with disabilities through programs that are separate or different, unless the separate programs are necessary to ensure that the benefits and services are equally effective. Even when separate programs are permitted, an individual with a disability still has the right to choose to participate in the regular program. The Board cannot require an individual with a disability to accept a special accommodation or benefit if the individual chooses not to accept it.

QUESTIONS?

If you have any questions about the ADA we encourage you to call the United States Department of Justice, which has an ADA information line, at (202) 514-0301 (voice) or (202) 514-0381/0383 (TDD). These telephone numbers are not toll-free numbers.

MEMORANDUM

TO: Applicants to the Fundamentals of Engineering (FE) Examination, and
Applicants to the Principles and Practices of Engineering (PE) Examination, and
Applicants for PE Licensure by Comity or Examination

SUBJECT: FOREIGN and DOMESTIC Engineering Education Evaluation Guidelines

All applicants who have been educated outside the United States and Canada must have their transcripts evaluated. The education shall be accepted only if it is determined to be equivalent to the content of the Engineering Accreditation Commission (EAC)/ABET-accredited curriculum required for a Bachelor of Science degree in engineering.

A SUBJECT ANALYSIS EVALUATION IS REQUIRED in order to determine if the degree meets minimum requirements of engineering science and design credits (48 semester or 72 quarter credits).

Applicants who have been educated in the United States, but their degree program is not accredited by EAC/ABET, must have their degree evaluated in order to determine if their degree program meets MN Rules for engineering science and design credits. The same guidelines apply as stated above.

Note: Engineering Technology certificates or degrees accredited by the Technology Accreditation Commission (TAC/ABET), under most circumstances, do NOT meet the requirements for engineering science and design credits as required by the Board. NCEES Credentials Evaluations does not typically evaluate engineering technology degrees and requires special approval by the Board to complete the evaluation. If you have a TAC/ABET accredited degree and wish to have it evaluated, please contact the Board office for instruction.

Licensed engineers educated in Canada are not required to have their transcripts evaluated if their graduating college/university is recognized under the Washington Accord. The Washington Accord is a mutual recognition agreement formed between ABET and the Canadian Engineering Accreditation Board of the Council of Professional Engineers.

Contact one of the following companies to obtain an education evaluation report:

NCEES Credentials Evaluations P.O. Box 720010 Miami, FL 33172 Phone: (800) 464-7650 Website: www.NCEES.org	Foreign and U.S. degrees
Educational Credential Evaluators (ECE) P.O. Box 514070 Milwaukee, WI 53203-3470 Phone: (414) 289-3400 Website: www.ece.org	Foreign transcripts only

The original evaluation report must be sent directly from the evaluation service to the Minnesota Board office either by U.S. Mail or electronically. No copies will be accepted.